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# P-CARD APPLICATION USER MANUAL

## WELLS FARGO BILLING TIMELINE 2008

### INTRODUCTION

Wells Fargo transaction processing dates and the monthly statement dates for the calendar year of 2008 are listed below.

Bills are generated monthly with transactions through the 1<sup>st</sup> of the month. Statements are sent to agencies on the 2<sup>nd</sup> of the month. However, if the 1<sup>st</sup> of the month falls on a weekend or holiday, then Wells Fargo will bill agencies with transactions through the last business day of the month. Agencies have 14 calendar days to pay.

NOTE: Wells Fargo's payments are sent by EFT. Due to EFT processing time, you must have your transactions processed through STARS by the 12th calendar day in order to have the payment post to Wells Fargo's account by the 14th calendar day.

The **Transaction Posted Through Dates** are the dates that a transaction gets posted to Wells Fargo, not necessarily the date of the actual transaction.

### WELLS FARGO BILLING TIMELINE FOR 2008

<u>Month</u>	<u>Transaction Posted Through Dates</u>	<u>Statement Date</u>
December – 2007	December 4, 2007 - January 2, 2008	January 3, 2008
January – 2008	January 3 - February 1, 2008	February 4, 2008
February – 2008	February 4 - March 3, 2008	March 4, 2008
March – 2008	March 4 - April 1, 2008	April 2, 2008
April – 2008	April 2 - May 1, 2008	May 2, 2008
May – 2008	May 2 - June 2, 2008	June 3, 2008
June – 2008	June 3 - July 1, 2008	July 2, 2008
July – 2008	July 2 - August 1, 2008	August 4, 2008
August – 2008	August 4 - September 2, 2008	September 3, 2008
September – 2008	September 3 - October 1, 2008	October 2, 2008
October – 2008	October 2 - November 3, 2008	November 4, 2008
November – 2008	November 4 - December 1, 2008	December 2, 2008
December - 2008	December 2, 2008 - January 2, 2009	January 5, 2009